

30 April 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Office of Personnel Report -- Week Ending
30 April 1976

1. Voluntary Investment Plan: It has become necessary for VIP to sell shares in the two mutual funds in order to meet withdrawals from the Growth Fund. This involves sending instructions to sell to the Bank of New York and receiving the checks by return mail. This process takes about a week, during which time employees who are withdrawing are anxious for their money. In order to speed things up, we have recently worked out, with the Bank of New York, arrangements for wire transfer of funds to the VIP checking account at the Riggs National Bank in Washington.

25X1A 2. Proposal: A member of the MAG group called the Office of Personnel this week inquiring whether or not a ceremony was conducted when the Memorial Plaque was placed in the main lobby. He was advised that to the best of our knowledge no such ceremony had been held. He then volunteered that he is going to propose to [REDACTED] for Mr. Bush's consideration, that a memorial service be held at the end of May for those employees who have died in service to the Agency.

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4. PMCD Meeting: A meeting was held with the Director of Training concerning the PMCD survey of Headquarters and the [REDACTED]

5. Educational Aid Fund: The background report and statistical data has been completed for this year's 129 EAF applicants.

6. Softball Diamonds: Winter weather and heavy activity have damaged the softball diamonds on the adjacent Park Service land. So extensive was this damage that EAA informed the Park Service that the fields were not usable. The Park Service responded with several loads of dirt but indicated that they had neither the manpower nor equipment to make the necessary repairs. Since softball is one of EAA's biggest sports activities, EAA contacted a contractor (with Park Service approval) and had the fields leveled and rolled. Consequently, not only EAA but also the local community will have the benefit of some badly needed softball fields.

7. Rehired Annuitant: The following rehired annuitant case was approved for the Directorate of Administration:

WHITE, Lawrence K. -- Office of Training --
Independent Contractor -- one-time service
during the period 19-23 April 1976.

Coming Events:

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1. The monthly Personnel Officers' Meeting will be held on Wednesday, 5 May, at 10:30 a.m. in the auditorium. The featured speaker will be Mr. [REDACTED] the Hispanic Coordinator.

2. Work continues on the Occupational Handbook.

3. We will begin work on the FY 77 PDP formats and guidances.

[REDACTED]
F. W. M. Janney

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